

SAFETY INDOCTRINATION FOR NEW EMPLOYEES

Name of Employee

Position Title

Element

Location

The following topics should be discussed by supervisors with new employees on their first day at work:

____ **1. Safety Attitude.** No job is so urgent that time cannot be taken to do it safely. Each employee is responsible for prevention of accidents to themselves, property, equipment, and fellow workers.

____ **2. Standard Job Procedures.** Discuss the employee's job duties and how they can be done safely. Job hazard analysis should be reviewed before any new job is started.

____ **3. Personal Protective Equipment.** Discuss how and when to use eye protection, hearing protection, hard hats, life jackets, respirators, safety shoes, and other protective equipment.

____ **4. Emergency Procedures.** Discuss what to do in case of accident or fire. Point out location of fire extinguishers and how to operate. Point out emergency shut-offs (electric, gas, water, etc.).

____ **5. Motorized Vehicles and Equipment.** Discuss safe operation, seat belt usage and Defensive Driving requirements. Equipment should not be operated without training.

____ **6. Safety Awareness.** Safety awareness should be developed by every employee, and applied to every job done. Employees should consider it a duty to call unsafe acts or conditions to the attention of other employees and the supervisor.

____ **7. Safety Meetings.** Encourage employee to attend and actively participate in safety meetings.

____ **8. General Safety Requirements Manual (EM 385-1-1).** Employee should be given a copy, if possible, or shown the location of the office copy. Employee should become familiar with the General Safety Requirements, and should comply with the safety rules willingly.

____ **9. Reporting Accidents.** Employees should report any personal injury or property damage incident to their supervisor immediately.

____ **10. Housekeeping.** Keep work areas neat and clean, and replace tools and equipment in proper storage areas.

Signature of Employee
(To acknowledge that Safety Indoctrination
has been completed and understood.)

Date

Signature of Supervisor

Date